

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110043-8

REPORTS INVENTORY				CONTROL NO.					
PREPARE IN DUPLICATE				DDS/OF-111					
1. TITLE OF REPORT (if a fill-in report include Form No.) Sensitive Indicator Pouch Report				2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING					
3. FUNCTIONAL AREA		PERSONNEL LOGISTICS MEDICAL	TRAINING SECURITY FINANCE	ADMIN. GENERAL OTHER (specify)					
4. NO. OF COPIES PREPARED 2		5. FREQUENCY (weekly, monthly, quarterly, etc.) Quarterly		6. DISTRIBUTION (No. of components not number of copies) 1					
7. FORMAT (memorandum, form computer print-out, etc) Memorandum		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT RID Memo of 6 February 1968					
10. PREPARING COMPONENT (include lowest level contributing information to report) OF/SS		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) OF/Registry and OF/Monetary both verbal							
12. COST FACTORS									
A. MANUAL PREPARATION AND REVIEW COSTS									
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-14	\$11. 96		1/4		\$ 3.00		4		\$ 12.00
GS-07	3.89		<u>1/10</u>		.38		4		<u>1.52</u>
									\$ 13.52
B. COSTS OF COMPUTER PRODUCED REPORTS									
TOTAL COSTS PER YEAR					\$ 13.52				
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.									
Report required by DDP/RID Pouch Control officer and by SSA/DDS memo to Director of Finance dated 27 January 1967. Negative reports to date since there has been no misuse discovered in past two years.									
14. FUTURE GOALS									
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input checked="" type="checkbox"/> DISCONTINUE but previous request to discontinue reporting was not approved by C/RID								ESTIMATED SAVINGS MAN-HOURS DOLLARS 25X1 1.4 \$ 13.52	
15. DATE OF INVENTORY 29 Sept. 1970		16. NAME AND TITLE OF PERSON FURNISHING INFORMATION						17. EXTENSION	